

5 April 1967

MEMORANDUM FOR: Chairman, Support Services
Historical Board
→Chairman, DDS&T Historical Board
Chairman, DDI Historical Board

Perhaps it is a little early to worry about finished histories, and each one of you may want to handle them in a slightly different manner. I would suggest, however, the following:

a. Historical papers in final draft form should be forwarded to the Chairman of the appropriate Historical Board with a cover sheet showing who wrote the paper and who reviewed it. I think it is up to the Historical Boards to determine whether historical papers should receive a further review by the Board.

b. Papers in final form should be prepared according to the format set forth in Chapter IV of the Handbook (with special attention to double-spacing and appropriate margins).

c. The original and one copy should be forwarded to the appropriate Historical Board. As "flimsies" are somewhat difficult to bind, it is suggested that, if the office of origin intends to reproduce the paper, the original and a reproduction copy should be forwarded to the Board in place of the flimsy.

d. The finished historical papers, after approval by the appropriate Board, should be forwarded to the undersigned, who will arrange for the binding.

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Historical Staff, DCI

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Historical Papers

FROM:

25X1A

EXTENSION

NO.

Chairman, DDS&T Historical Board

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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RECEIVED

FORWARDED

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Jr. / OSA

11 Apr - GMR -

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1. The attached general guidance on preparation of histories has been received from Historical Staff, DCI, and is forwarded for information.

2. Ref. para. d, it is recognized that certain historical papers, because of sensitivity, will not be circulated outside the Directorate. Office historians should identify such papers accordingly.

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② FYI. W. W. W.

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ILLEGIB

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